REQUESTING STATE TA FROM THE NORTH CAROLINA TUITION ASSISTANCE PROGRAM (NCTAP)

Returning NCTAP Users

1. Log into your NC National Guard Student Portal (https://www2.ncseaa.edu/NCGuard).
2. Upload the required coursework information into your NC National Guard Student Portal:
   - Upload coursework information per EACH term/semester, NOT per year.
   - Must be registered for classes.
   - Use our example document or document inside portal to complete this step.

Deadlines for Coursework

- Fall Term:
  - PRIOR to the start of your fall term.
  - Fall term is defined as any class that starts on/after 01 Aug through 31 Dec.
- Spring Term:
  - PRIOR to the start of your spring term.
  - Spring term is defined as any class that starts on/after 01 Jan through 14 May.
- Summer Term:
  - NLT 01 May (hard deadline).
  - Summer term is defined as any class that starts on/after 15 May through 31 Jul.

Resolving Common Issues Accessing Your Portal Account

- Forgot or do not know PID:
  - Use the Forgot your login information option to retrieve your PID via email.
  - Did not receive PID via email. Email address on file could be incorrect depending on when you last used NCTAP. Email NCTAP@ncseaa.edu for PID.
- Know your PID but cannot log in:
  - Zip code on file could be incorrect depending on when you last used NCTAP.
  - Date of Birth, or Birth Year could be incorrect. If born in 2000, 2001, or 2002, etc. use 1900, 1901, or 1902, respectively, to log in. Known issue; birth years are updated regularly to reflect correct birth year, may need to try both.
  - Still cannot log in; email NCTAP@ncseaa.edu for login assistance.